横須賀基地空席広報		<b>広報番号</b> : Announcement No.	NEX-077-09(A)	
		募集締切日:	12 May 09	
VACANCY ANNOUNCEMENT		Closing Date	12 May 09	
Amended to check "Copy of Driver's License" under column 8.		<b>発行日:</b> Date of Issue	22 Apr 09	
1.職種名 Job title (等級 Grade <u>4</u> /語学等級 LAD <u>2</u> )	<b>募集人数</b> No. of	<b>4.募集範囲</b> Area of O  ☑ 現 MLC/IHA 従業		
Food Outlet Manager (Shift Supervisor) #113	Recruitment	Current MLC/IHA Er	nployee within Activity	
[食堂支配人(交代勤務監督)] 1 名		図 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting		
受諾可能な下位等級 Acceptable Trainee Level: 1-3		distance	nployee in commuting	
□ 事務系 (Administrative) □ 技能系 (Blue Collar Trade)		□ 現 MLC/IHA 従業		
2.部隊 Activity		Current MLC/IHA Employee Japan Wide  ☑ 外部 Off Base Applicant		
Navy Exchange, Yokosuka		5.雇用の種類 Type of Employment		
Food Services Department				
SRF/PWC/FISC Cafeteria		☑ IHA ☐ HPT ☑ 常用 Permanent 時給 円 ☐ 限定 Limited Term (カ月 Months)		
勤務場所 Working Place 横須賀市泊町 Tomari-cho, Yokosuka				
3.勤務時間 Work Schedule (週 40 時間制 hrww)				
勤務日 Work Days 5 days/week	Eminted Terr	in (		
勤務時間 Work Hours 8 hrs between 06:00-18:00				
休憩 Recess Period 45 minutes/day				
□ 夜勤 Night Shift 図 残業 Overtime □ 出張 Business Tra	vel			
6.職務内容 Duties: Directs and coordinates the activities of cafeteria including such functions as food and supply control, accountability, storage, employee				
utilization, training and the preparation and execution of budgets. Drives a car to oversight two different facilities in supervising				
subordinates and assisting customers. Performs other related or incidental duties as assigned.				
7.資格要件/身体条件 Qualification / Physical Requirements				
a. Must have GOJ Driver's License.				
b. One year of clerical, technical or administrative work experience in any field OR completion of 4 years college/university in any field.				
c. Knowledge of customer service concepts and practices.				
<ul><li>d. Knowledge of food services operation.</li><li>e. Skill in operating personal computer such as Lotus Office and Microsoft Office.</li></ul>				
f. Ability to assist the manager and supervise subordinate employees.				
g. Ability to speak, read and write English at average proficiency level. (LAD-2)				
*An applicant who does not fully meet the qualification requirements stated above may be considered as 1-3 as below:				
1-3: a. One year of general work experience OR completion of 2-year junior college/2-year of technical school or 4-year degree in any				
field.  *A handisapped applicant may be accepted, depending on the degree and kind of disability.				
*A handicapped applicant may be accepted, depending on the degree and kind of disability. 英語力 English Language Proficiency: □必要なし None □初級 Basic ☑中級 Intermediate □上級 Advanced □特段の能力 Exceptional				
学歷 Educational Background: N/A 免許証/修了証 License/Certificate Required: See block 8.				
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8.提出するもの Application and Associated Documents		Working Condition		
* ② 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil			Works on holidays	
*▽ 古明暎孜奴麻書D of Constall and World Constitution of (UDO)	anti narri mil	i and irregillar		

8.提出するもの Application and Associated Documents	職務状況 Working Condition
* ② 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil  * ② 専門職務経歴書Resume of Specialized Work Experience (HROY From) http://hro.cnfj.navy.mil  *の記入は *Complete in □日本語で Japanese ② 英語で English □ どちらでも Either  ② 運転免許証の写し Copy of Driver's License (AT limited can be accepted)  ② 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)  ② 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)  ③ 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー  For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy	Works on holidays and irregular schedule.

## 9. 応募書類提出先 Office to Submit

内部(現 MLC/IHA 従業員)と外部(非従業員)では、提出先が違います。上記必要提出物をお間違いの無い様、 郵送/提出して下さい。募集締切日必着。 (HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは 午前 0 6 0 0 時より、午後 1 8 0 0 時まで提出可能です。) Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 1800 at night.):

(注意) 上記項目4番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部(非従業員)からの応募書類は無効となりますのでご注意下さい。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base applicants will be rated ineligible.

## 1. 内部(現 MLC/IHA 従業員)提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22

米海軍横須賀基地日本人雇用課 (N132)

COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka

内線/Extension 243-8152

JN Employment Division (N132)

\*部隊担当者名 Office/POC: NEX 人事課 軍電 (DSN) 243-5149

## 2. 外部(非従業員)提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル4階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

(独) 駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) You

Yokosuka Branch of LMO/IAA

管理第一係 Management Section

電話番号 Phone 046-828-6959

受付時間:月曜-金曜、0830-1730 (日本の祭日を除く) Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) \*雇用条件等のご質問はこちらにお問い合わせ下さい。Please contact LMO/IAA for questions on conditions of employment.

## **10. 事務処理欄** For Official Use

募集部隊担当者 Activity POC: NEX Personnel Office 軍電(DSN) 243-5149

PD No.: NEX-CAFE-007 PD is accurate and current. Certified by Activity: tb HRO: (rcvd 4/20) kw 4/20

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed. 提出された応募書類はお返ししません。Submitted applications will not be returned.

交通費支給。勤務時間が週30時間以上の場合、社会保険の保障があります。 勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。